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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive Officer/OTR

DATE: 1 February 1956

FROM : Chief, Instructional Services Branch/TR

SUBJECT: Weekly Activity Report #5  
25 - 31 January 1956

SIGNIFICANT ITEMS

None

OTHER ACTIVITIES

1. Overseas Training Support

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2. Reproduction and Printing

a. Printed forms, "Estimated Training Requirements, FY 1957 and FY 1958" were received from the Printing Services Division/LO, and distributed to all Training Liaison Officers of the Agency, 27 January.

b. The No. 2 issue of Studies in Intelligence has been received from PSD/LO and distributed: 600 copies were given regular internal Agency AB distribution; 600 copies were distributed

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c. A total of 44 mimeograph stencils were reproduced and collated for the CIA/Armed Forces Reserve Training Program. Total: 80 copies each.

3. Bibliographies and Research

a. Bibliography on Africa. The Library Section has finished the compilation of the bibliographic entries, totaling 575 items, completed with an author index. The material has been forwarded to the Clerical Typing Pool; and the reproduction and printing of the bibliography is planned for March 1956.

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b. Bibliography of materials on Western Europe. [ ]

[ ] of the Area Training Program in reviewing materials and journals to determine a basic selection of items. The Library Staff of ISB is coordinating the bibliographic effort and furnishing new and up-to-date materials.

c. [ ] has requested current information dealing with Greece; the Library Staff has furnished him with required NIS materials, an OCI Handbook, and is procuring a State Department study.

d. Listings of Film Titles. [ ] AAS, will accompany [ ] of the OTR Library Staff, to the Motion Picture Division of the Library of Congress in order to evaluate the film catalog which is set up by title, with a subject index.

4. A request received from [ ] for foreign language periodicals, points up the fact that there seems to be an intensive language training effort underway. Surplus periodicals and newspapers will be obtained from the Foreign Documents Division/OO and forwarded to [ ]

5. Training Aids Completed during the Week.

a. BS/Operations Support. Total of six illustrations for a brochure.

b. BS/Clerical Training. Mounted on cloth one world map, plus necessary artwork.

c. IS/OOC Refresher. Miscellaneous cards: total - 8.

d. IS/World Communism. Processed reproduction of 300 copies each of 7 training charts.

e. LETS/Area Training. Artwork on a total of 3 charts.

f. LETS/Lecture Series. Processed through reproduction a total of 54 3½" x 4" slides.

g. Office of Security. Mounted two area maps; annotated, plus artwork and an acetate overlay.

h. OTR/PPS. Furnished PPS staff with a total of 10 layout roughs for the proposed OTR Bulletin.

i. OS/War Planning. Artwork and design of one training chart; miscellaneous signs: total - 1.

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6. Progress on Major Training Aids Projects

a. Artwork in connection with a "storyboard," totaling eight frames, is being prepared for the Film Production Branch/OTR. The initial roughs have been revised, and the final layouts are currently being completed.

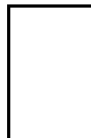
b. Communist Propaganda Exhibit. The artwork and assistance by the Visual Aids Shop has been completed, except for a selection and captioning of a set of photographs.

c. Tape recordings of ACO debriefings. The staff of AAS is making modification to a dictaphone machine in order to improve the quality of the recording.

d. The AAS staff provided the technical assistance to C/ISB in the preparation of a movie-film of cuttings from Soviet films, showing Anti-American propaganda. The film totaling 57 minutes running time is being reproduced in one copy and will be available for showing to OTR upon request.

7. Attendance at Language Film Programs

25 January	German
26 January	Spanish
31 January	Italian
1 February	Russian



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8. Personnel



c. C/ISB presented the following lecture in the Orientation Lecture Series on the USSR: "Propaganda Aspects of the Soviet Film." A 57-minute film was presented.



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